



## Main policies

### 2020/2021 academic year

#### Admissions Policy

1. Applicants must be at least 18 years at the time of applying
2. Applicants must have successfully completed at least secondary-level education
3. Applicants must submit all necessary documents required (see admissions section), alongside their application form before the deadline
4. Tuition fees must be paid in full before the deadline (one week before term commences)
5. **Face-to-face students only:** 20 minutes interview

#### Acceptance policy

Unlike many theological schools, we do not impose outstanding eligibility standards but rather seek to admit the largest capacity of competent candidates as possible.

In accordance with our firm belief that theology is life and practice, we prioritise students who already are active in some form of ministry seeing as these students would offer the greatest benefit of all to the Church. Targeting servants has been one of the Dean's primary goals as these students will transfer the life, grace and growth which they find in the Word to many. That being said, a sizeable portion of the students currently enrolled have little to no background in ministry.

Note: We do not discriminate against any applicant in terms of race, ethnicity, nationality ... etc

## Tuition fees

*2020/2021 academic year fees*

Region	Fees
Alexandria (Face-to- face)	200 EGP/year
Other provinces and counties of Egypt (online)	500 EGP/year
Overseas (online)	200 USD/year

Note: Tyrannus' Coptic Orthodox Theological seminary in Alexandria is a non-profit organisation that is funded almost entirely by the Church. These fees are set in place primarily to ensure applicant accountability and responsibility. Our fees for the different regions are very affordable, allowing us to reach a wide population in an effort to make theological education available for everyone.

## Attendance policy

All students are enrolled full-time unless they are placed on academic probation.

### Face-to-face

Face-to-face students are required to attend their live lectures and supplementary classes (tutorials, practicals ... etc) on campus in addition to viewing recorded lectures, interactive lessons and participating in online forums each week. If their attendance rate falls below 75% in any subject, the instructor is obliged to withdraw the course.

*In compliance with the official statement released by the Patriarchate, our chancellor and college board jointly announced that all studies would be continued online as of Wednesday the 11<sup>th</sup> of March 2020 until further notice. The new academic year began for a few short weeks on campus before reverting back virtual on Wednesday the 9<sup>th</sup> of December 2020. Until otherwise advised, face-to-face students are required to virtually attend all functions in the **specific times** designated for each of them on our learning management system. They should be aware that the attendance policy is in place this semester and that there will be **no AEP** (alternative to examination project).*

### Online students

Online students are required to login weekly on our learning management system to view new material (whether video or written). There are no specific times when they are required to "attend" class, however the Registrar will monitor their progress closely.

## **Incomplete grade policy**

Students who miss deadlines for submitting coursework will be given an “I” grade (incomplete) for the particular assignment. If they fail to contact the course instructor with regards to the task and do not complete it until the day of the examination, they will receive zero points for it. Unless they present a valid excuse, late work will be marked out of 80% of its original weight.

Excuses accepted by our faculty for submission of late work:

1. Illness
2. Death of family member/friend
3. *Serious* work obligations/responsibilities
4. Strong family reasons
5. University exams elsewhere – in the case of college students
6. Travelling/holidays
7. Sport reasons
8. Any other reason deemed appropriate by the professor

Under critical circumstances, students may defer sitting their final examination. However, the Dean must be given prior notice. In this scenario, students receive an “I” for the exam until they complete it as arranged with the Dean.

Students with incomplete evaluations in any course must ensure that they take action before the following semester or they will receive an automatic “F”.

## **Course withdrawal policy**

Withdrawn courses are denoted by the letter “W” in transcripts. They do not affect students’ grade point averages but may render them incapable of registering other courses if they are pre-requisite units. In any event, course withdrawal is not a favourable action at the seminary nor is it common ...

Students may drop units any time after the 10th week of term and up to 24 hours prior to the final examination. The seminary does not permit students to withdraw from courses earlier on in the semester to allow them ample time to make the correct assessment and not make an impulse decision based on initial impressions of the course content (it takes time to become accustomed to the nature of certain units). Students may also need to withdraw from the examination on emergency basis (they are certain that they will fail or an unexpected event occurs). Course withdrawal requests are made by completing a form that will be signed by the student, the professor and the Dean.

If a student drops out of a course after the 14th week, they are given an “I” until the day of the exam, meaning that those who withdraw a subject at this stage have the opportunity to reconsider the situation and decide to sit the exam. They may request deferral also, but they must contact the Dean first. In failing to contact the seminary to cancel their request, they will automatically receive a “W” after the day of the exam.

Withdrawn courses should preferably be registered during summer break or be studied as overload if the student’s grade-point average allows for this.

### **Course Re-Takes policy**

We do not allow students to improve their grades by retaking a subject that they have already passed\*. On the other hand, students who fail to demonstrate sufficient knowledge and proficiency (score below a “C minus”) may take the make-up paper which is marked out of 70% of the original weight. If they perform poorly in the second exam also, they must retake the course. The make-up exam is usually about two weeks after results come out.

\*an exception to this rule is to fulfill graduation requirements (*see graduation section below*)

### **Study deferral (leave of absence) policy**

It is permissible for students to defer their studies for a maximum of four semesters (two academic years) without affecting progress they have already made. This request must be sent in writing to the Registrar and/or Dean and be acknowledged in writing on the seminary’s part also.

If they postpone enrollment for five to six semesters, they must repeat the courses which they studied the last semester they were enrolled. In the case of more than six semesters, students will be asked to restart their study program.

## Grading policy

Students are officially notified of their final assessment in a course in letter grade format (A+, A, A-, B+ ... etc.) If they wish to know their marks in the various components, they may contact the Registrar to find out this information.

Our undergraduate grading system is as follow:

<b><i>Letter Grade</i></b>	<b><i>Percentage</i></b>	<b><i>Status</i></b>
A+	95-100	Pass
A	90-94	Pass
A-	85-89	Pass
B+	80-84	Pass
B	75-79	Pass
B-	70-74	Pass
C+	65-69	Pass
C	60-64	Pass
C-	55-59	Pass
D	40-54	Fail
E	25-39	Fail
F	10-24	Fail
NG	0-9	Fail

Students may appeal the grade they receive by filing a request to have their work re-evaluated. In this case, the Dean reviews the student in question's coursework throughout the semester and their examination paper and may overrule the grade issued by the course instructor. The Dean's decision is final.

## Course registration policy

Apart from core classes, course availability is “first come first served”. Requests start coming in for the new semester about two weeks before the end of the previous one and close the first week of term **or** if registration reaches 600 face-to-face students which are divided into smaller groups. Courses for our online students have unlimited capacities.

Most courses are available every semester. However, the seminary may be unable to offer certain units if:

1. Professors have been assigned to other courses and their schedules don't allow for additional classes
2. There is a low availability of specialised lecturers/professors and teaching assistants for any reason
3. Less than 30 students wish to enroll/all classes have reached maximum capacity

## Language policy

Students must complete **all** coursework, essays and exams in the language which they opted to study in. For example, students who chose to study the semester courses in English cannot answer the examination papers in Arabic and vice versa.

Students are not allowed to change the language which they select during a semester. If they wish to switch to English or Arabic, they must make this request while registering for the new semester.

## Transfer credit policy

For graduates from other theological institutions or transfer students who enroll at Tyrannus and wish to transfer credits they have completed elsewhere, the following rules apply:

1. The content of courses completed will be explored to ensure that major topics and concepts are covered to a similar standard and according to general criteria
2. The courses must conform to the requirements and framework of the program that the student is enrolled in
3. Students are required to have achieved a "B minus" (B-) or better in each course
4. The seminary reserves the right to request students to undergo full assessment to ensure educational quality and effectiveness
5. The seminary does not recognise any course completed at non-academic institutions
6. Capstone projects may **not** be replaced with transfer credit
7. Final determination of the transferability and distribution of credit lies with the academic council, headed by the Dean
8. Courses studied outside Tyrannus may not be included in calculating a student's GPA.
9. A maximum of 40% of credit may be transferred from another college - students are required to complete at least 60% of their credit from Tyrannus to get their degree.

## Transcript policy

The seminary will release a student's official transcript papers at any time once the Registrar receive this wish in writing. However, students will be sanctioned if such documents are misused/ tampered with/there is an attempt to alter grades.

## **Graduation policy**

1. Students must complete the credit hours of their study program
2. Students are required to have maintained a GPA of at least "2.3"
3. They must successfully complete a capstone project with a minimum of a "B minus" (B-) grade on the written piece
4. They must debate the topic of their capstone project with one of the faculty members before a panel headed by the Dean to a satisfactory level

## **Missing graduation requirement policy**

1. Students missing up to 9 credit hours may complete them during the summer break prior to their graduation. If they are yet to complete more courses, they must transfer any surplus credits to the following semester
2. Students who hold a GPA of less than "2.3" are required to retake courses in order to improve their grades while adhering to the previous rule
3. Incomplete/substandard capstone projects may be completed/reattempted during summer break.

## **Academic Probation**

Most students at the seminary are hardworking and diligent students. The seminary faculty does its best that no student falls behind. We continue to mentor the student outside the classroom setting and official hours with the help of our teaching assistants to ensure that they keep up with the rest of their colleagues.

Students who allow their GPA to fall below 2.0 will be placed on academic probation. Once this is in effect, they will be notified immediately. Academic probation is an indication of their inability to keep up with their studies for any studies, subjecting them to suspension if they do not meet certain criteria. Consequently, the seminary disallows them to register the semester's full workload. They must contact their academic advisor and the Registrar to schedule an appointment to assess their performance and decide how many courses they may enroll in. Nevertheless, this has never happened in the seminary before.



## **Academic Integrity Policy**

Refraining from academic dishonesty is an academic ethic of huge importance, common to all universities let alone colleges of theology. For this reason, our staff deals with this manner in all seriousness.

### Procedures for Dealing with Violations of Academic Dishonesty:

Our faculty members are expected to take immediate action with regards to acts of academic dishonesty.

1. In the case of coursework (assignments, class quizzes ...etc) students are issued a verbal warning and are expected to repeat the task at a later stage. If this scenario is a repeated, they are awarded zero points for the specific task.
2. In the case of copying or plagiarism on essays/projects, overall evaluation will be significantly damaged
3. Any form of cheating in a final examination will warrant an immediate "F" grade in the course.

Repeated incidents of academic dishonesty from a particular individual will be investigated by the college's student affairs board usually leading to disciplinary probation or suspension.

## **Suspension/Disqualification**

There are a number of circumstances in which the seminary must take an unfortunate course of action with students. These include:

1. If a student's GPA drops below 1.5, they will be dismissed from the seminary.
2. Student with academic probationary status who are unable to rectify their situation after three semesters will be subject to dismissal from their academic program
3. If a student is reported for several incidents of academic dishonesty, they will most likely be suspended
4. If a student violates our code of Christian ethics and morals in any way shape or form, or behaves/acts inappropriately, they will be subject to questioning that may lead to suspension or possibly dismissal (depending on the incident).

## **Privacy policy**

The seminary deals with student data of all sorts as highly confidential documents, storing them on encrypted cloud servers. We decline the request to release any student records or personal information except in the following cases:

1. Official request from the student themselves (their own records and their family's only)
2. On the request of accrediting organisations (records only not personal information)
3. Official request from the Church hierarchy (for example if the student is a candidate for the priesthood)
4. Official request from another Coptic college seeking to recruit one of our graduates

In all of these cases the students will be notified prior to dispensing any information